

# VENDOR CODE OF CONDUCT

## INTRODUCTION

This Vendor Code of Conduct (“Code”) sets forth the principles and standard of conduct that PTP expects Vendor to adhere in their provision of works, supplies, services, etc. to PTP.

It is the policy of PTP to adopt procurement practices in a transparent and fair manner to support PTP business objectives. Towards this end, PTP strives to adopt procurement practices which support fair competition, wide participation and good governance in compliance with the relevant laws, regulations and terms and conditions which protect both PTP and Vendors.

PTP is committed to promoting and maintaining high standards of transparency, accountability, ethics and integrity in its business dealings in line with its Integrity, Innovation, Teamwork, Excellence and Commitment (“INTEC”) values and PTP expects all Vendors to share this commitment.

This code is not a contract. It does not confer rights on any Vendor, nor does it impose obligations on PTP. In case of a conflict between this Code and the Vendor’s contract, the terms of the Vendor’s contract prevail.

## COMPLIANCE

At PTP, we expect all our Vendors to comply with this Code without fail. Vendors are also expected to cooperate, maintain business relationships based on respect and trust and adopt a non-adversarial approach in business dealings with PTP. Violations of this Code by Vendor may result in relevant contractual or legal remedies under the law, termination of contract, sanctions and blacklisting by PTP from participating in any future procurement and/or tender activities by PTP. Where appropriate, the directors of the Vendor may also be blacklisted.

## PRINCIPLES OF THIS CODE

This Code is guided by following principles of conduct:

- **Safety and Health**  
Vendors shall ensure a safe and healthy working environment for all their employees and others involved on or affected by their businesses and operations.
- **Integrity**  
Vendors shall uphold highest standards of integrity in all business dealings with PTP.
- **Accountability**  
Procurement/Tender activities shall be conducted in a transparent manner.
- **Fairness**  
Vendor shall not engage in procurement practices that are unfair, Integrity, honesty and trust shall be observed at all times.
- **Zero tolerance towards corruption**  
Vendor shall not engage in any form of corrupt practice in all business dealings with PTP.
- **Disclosure of interest**  
Vendors shall disclose any situation of potential conflicts of interest.
- **Confidentiality**  
Vendors shall maintain and safeguard the confidentiality of any confidential information obtained in the course of business dealings with PTP including compliance to the Personal Data Protection Act 2010 where applicable.
- **Anti-Competitive practices**  
Vendors shall not collude or participate in any procurement activities that are anti-competitive or contravening the applicable laws of Malaysia.
- **Compliance to Laws**  
Vendors shall ensure compliance with applicable laws of Malaysia governing their contractual obligations.

## OBLIGATION OF VENDORS

Vendors must observe the following responsibilities:

- Comply with the principles of this Code.
- Respond to tender solicitations in a fair, honest and transparent manner; reflect their capability to meet the requirements stipulated in the tender documents.
- Prohibited from any form of corruption, tender-rigging, collusion or any other form of anti-competitive activity in any tender exercise and during the performance of their works, services, supplies, etc.
- Ensure their relevant employees are being informed of this Code.
- Report any violations of this Code.
- Cooperate fully in investigations or audit by PTP in respect to compliance to this Code.

## RAISING CONCERNS

The standards of conduct described in this Code are critical to the success of PTP’s business relationship with PTP’s vendors. Vendors may in the event the Vendors encounter questionable activities, PTP encourages the Vendors to immediately bring them to PTP’s attention.

## DECLARATION

We hereby acknowledge that we have read and understand the PTP’s Vendor Code of Conduct and shall be responsible for all future amendments and modifications thereto. We further acknowledge that we have read and understand all of our obligations, duties, and responsibilities under each principle and provision of the PTP’s Vendor Code of Conduct. We understand that violations of PTP’s Code of Conduct shall entitle PTP to take action against the Vendor.

I certify that this is a true and correct statement by my signature below:

	Name	:	
Vendor Stamp & Signature	Designation	:	
	Date	:	